

CALENDAR OF KEY DEADLINES 2003-2004 CHARTER SCHOOL APPORTIONMENTS

I. PRINCIPAL APPORTIONMENT, FEBRUARY 2004	<u>DUE DATES</u>
A. Annual Apportionment Documents for Fiscal Year 2002-2003 (to be included in the First Principal Apportionment)	
Submit annual attendance reports via the 2002-2003 Attendance Software version 2002-2.05	July 15, 2003
B. Corrections to be applied at the 2003-2004 First Principal Apportionment (P-1)	
1. Submit corrections for all fiscal years prior to 2002-2003 via the appropriate form ("J" Forms) for that fiscal year.	October 1, 2003
2. Submit corrections for the 2002-2003 fiscal year via the Attendance Software version 2002-2.05 or form. Corrections made via the software must be submitted in the "corrected" mode for the appropriate period.	October 1, 2003
C. P-1 Documents for Fiscal Year 2003-2004	
Submit all attendance reports via the new 2003-2004 Attendance Software (2003 version to be released prior to P-1)	January 15, 2004
II. PRINCIPAL APPORTIONMENT, JULY 2004	
A. Corrections to be applied at the 2003-2004 Second Principal Apportionment (P-2)	
Corrections for all prior year attendance that were not applied at the 2003-2004 First Principal Apportionment should be submitted as follows:	March 15, 2004
1. Submit corrections for fiscal years prior to 2002-2003 via the appropriate form ("J" forms) for that fiscal year.	
2. Submit corrections for the 2002-2003 fiscal year via the Attendance Software version 2002-2.05 or form. Corrections made via the software must be submitted in the "corrected" mode for the appropriate period.	

B. P-2 Documents for Fiscal Year 2003-2004

Submit all attendance reports via the new fiscal year 2003-2004
Attendance Software (2003 version to be released prior to P-1)

May 1, 2004

If you have any questions regarding this schedule, please contact James Kong at
(916) 323-0498 or by e-mail at *jkong@cde.ca.gov*.

Submit reports to: California Department of Education
Office of Principal Apportionment and Special Education
School Fiscal Services Division
1430 N Street, Suite 3800
Sacramento, CA 95814